

Lab Safety Committee (LSC)
Meeting Minutes
April 17, 2017

- I. **Approval of Minutes** – Minutes from the previous (March 20) meeting were approved by members in attendance.

- II. **Department Safety Contacts Meeting** – The handouts contained a draft agenda for the first DSC meeting scheduled for April 28 at 2:00 p.m. in the 4th floor conference room of the John Tickle building. Mark Smith and Robert Nobles will lead this meeting. A follow-up program is scheduled for September. Additions to the agenda include
 - a. Addition of two documents related to lab safety that list department responsibilities.
 - b. Rollout of the Situational Awareness Survey

- III. **Situational Awareness Survey Update** – Brian Ranger presented results (including a handout) of a Qualtrix survey that was conducted since the last LSC meeting. This review was designed to determine levels of awareness related to Radiation Safety, Biosafety and Environmental Health and Safety. A broader survey is planned as part of the DSC meeting.

- IV. **Chemical Inventory Status** – Pam reported that 87% (n=217) of the surveys have been received. The deadline was March 1. Pam will send a list to Bill Dunne and Chris Boake for their respective college for those labs that have not submitted an inventory.

Discussion of this subject turned to new faculty orientation. It was suggested that the three safety groups (EHS, Radiation Safety and Biosafety) develop a single page handout that covers resources and program elements.

- V. **Lab Door Sign Program Status** – EHS checks for current lab door signs as part of the annual review. These placards are removed once a lab has been vacated and closed out.

- VI. **Walters Life Science (WLS) – Hazardous Waste Hours Changing-**
The waste chemical storage room at WLS will now be open the first and third Wednesdays of each month from 12:45 to 1:45 p.m. This information is being communicated via poster and email. The schedule change starts in May.

Other science buildings (JIAM, Strong, Mossman, Engineering Services Bldg.) will also have chemical waste collection rooms at or near their loading docks. It's

anticipated that these waste rooms will be open and staffed by EHS one hour per week on a set schedule.

- VII. **Lab Safety Review Program Status** – Process has been slow during the first quarter of 2017 in this area. The annual chemical inventory coupled with managing the hazardous waste program due to a staff vacancy in EHS has shifted resources away from the safety review. Pam and Scott are scheduling review for JIAM.

The subject of staff support for this program was discussed.

- VIII. **Chemical Inventory Software** – The current chemical inventory program is going away next year. EHS is currently review other programs. James Cantu presented information on desirable program attributes and requested input. An RFP should be developed soon.

- IX. **Moving Chemicals to JIAM and Strong Hall** – Scott Moser has been coordinating this program during the past two months. The contractor (Veolia) moving the chemicals should be here a couple days each week between now and early June.

- X. **Formaldehyde Survey Follow Up** – Scott discussed a Qualtrix survey that he implemented recently on campus. A total of 62 labs have formaldehyde in some form (formalin, paraformaldehyde, etc.) based on the chemical inventory. So far 28 have responded. This survey, done in support of a larger compliance effort, was designed to characterize risk and the need for controls. Additional follow-up may be necessary to fully characterize compliance.

- XI. **Summer Meeting** – *Mark will schedule a LSC meeting for Monday, June 19, at 1:30 p.m. (location to be determined) and inform the committee.*

- XII. **Fall Semester Meeting Schedule** – *Mark will schedule LSC meetings the third Monday of each month starting in September and terminating in April 2018. These meetings will be at 1:30 p.m. and ideally be in Hodges Library. January's meeting will be on the 22nd since the third Monday that month is a holiday. There won't be any meeting in December.*

- XIII. **Other Business** – Proximity cards for the security system in SERF are now active. The swipe option is still available

Members Present:

1. John Bartmess – Chemistry
2. Chris Boake – Arts and Science
3. James Cantu- EHS
4. Christine Cheney – Physics
5. Bill Dunne – College of Engineering
6. Scott Emert – Nuclear Engineering
7. Linda Hamilton – Biosafety
8. Mark Harmon – Facilities Service
9. Terry Hazen – Civil and Env. Eng
10. Lee Jantz - Anthropology
11. Philip Li – Geography
12. Greg Jones – Material Science
13. Pam Koontz – EHS
- 14. Scott Moser - EHS**
15. Robert Nobles- Office of Research
16. Darcy Rathjen – JIAM
17. Brian Ranger- Biosafety
18. John Salasin – GSS
19. Marsha Smith – Radiation Safety
20. Mark Smith – EHS
21. Drew Steen - Geology

Members Absent

1. Sally Brogden – Art
2. Lori Cole – UTIA
3. Matthew Cooper – Psychology
4. Steve Crouch – UTIA
5. Paul Dalhaimer – Chemical Engineering
6. Gong Gu- Electrical Engineering
7. Butch Irick – MABE
8. Mariano Labrador – BCMB
9. Rosie Metallo – Plant Sci – Grad Student
10. Susan McMillian – Theatre
11. Jacob Payne – UTIA
12. David White – UTIA
13. Ling Zhao - Nutrition